

GENERAL SUBJECT: Materials Laboratory Testing		NUMBER: MD 256-05
SPECIFIC SUBJECT: Materials Manual of Instructions AMRL Accreditation and District Laboratory Inspection		DATE: July 27, 2005
DIRECTED TO: District Administrators	SIGNATURE: Andrew Mergenmeier, PE Signature on original copy of memorandum	

To reconcile the Materials Manual of Instructions with the recent accreditation of District Laboratories, and to better define the process of District Laboratory Inspection. Replace Section 112.02 and Section 803.67 with the information below. The former 803.67 will now be 803.68 and Section 805 will become a link to the TL Forms on InsideVDOT and www.VirginiaDOT.org.

Sec. 112.02 Laboratory Testing

Laboratory testing includes any testing performed in a District or Central Office Laboratory of the Materials Division. This testing may be performed for various purposes, such as: acceptance testing, Quality Assurance testing, Independent Assurance testing, testing for design, testing for special investigations and other purposes, including release of shipments of approved materials by source Inspectors.

While District Laboratories are responsible for their own internal inspection, the appropriate Central Office Laboratory conducts inspections of all District Laboratories annually. The District Quality Review Checklist (TL-138) provided in Section 800 will be used by Central Office Laboratory personnel for review of District Laboratories that are AMRL/CCRL accredited.

Sec. 803.67 Form TL-138, District Quality Review Checklist

Form TL-138 shall be completely and accurately filled by the appropriate (Soils, Physical or Asphalt) Central Office Inspector to document the inspection of AMRL/CCRL-accredited District Laboratories. Any and all deviations from AASHTO R18 shall be noted on the form. The original form will be retained in the appropriate Central Office lab while copies will be provided to the District Materials Engineer, District Lab Manager, designated Assistant Division Administrator and the State Materials Engineer. See Section 112.02 for details and Section 805 for TL-138 form.

Sec. 803.68 Miscellaneous Materials Records and Reports

Section 805 Sample Forms

DISTRICT LABORATORY QUALITY SYSTEM REVIEW CHECKLIST

	DISTRICT/LAB
	DATE
_	ICIENCY SAMPLES AND ON-SITE INSPECTION REPORTS
	SAMPLES TESTED IN A TIMELY MANNER (within specified time frame)
	ON-SITE INSPECTION REPORTS (Stored in Lab)
	RESPONSES TO LOW RATINGS COMPLETED PRIOR TO DEADLINE RECORDS STORAGE (Stored in Lab)
	RECORDS STORAGE (Stored in Lab)
CALII	BRATION & VERIFICATION
	VERIFY INTERVAL TIMES (Computer program generated monthly by lab
	to determine what equip. requires calibrating.)
	PERSON RESPONSIBLE
	RECORD STORAGE (Stored in Lab)
	LIST OF EQUIPMENT (Entered into computer program by lab)
	REFERENCE TO PROCEDURE USED FOR CALIBRATION
	(Entered onto equipment list by lab {VCM, lab maintains traceability documentation})
	PROCEDURES FOR HANDLING NEW EQUIP.
	OUT OF CALIBRATION EQUIP.
	DEFECTIVE EQUIP.
	EQUIP. REMOVED FROM SERVICE
	(Lab calibrates/verifies, enters equip. into computer program to ensure routine calibration
	Equipment in question of functioning properly is removed, labeled and only returned to
	service after repair, verification that it is functioning properly and subsequently re-
	calibration.)
EMPL	OYEE EVALUATION/TRAINING
	TRAINING (New/Transferred/Promoted Employees)
	Verbal/Written Instructions
	Actual Presentation/Performance of Test with Guidance from Qualified Individual
	Ability to Properly Perform Test Evaluated
	UP TO DATE CHECK LIST FOR EACH AASHTO PROCEDURE PERFORMED
	Detailed Form Including Key Steps and Vital Equip. Check
	Observed/Quizzed on Vital Items
	Check Performed by Qualified Individual
	Competency Established - Certified to Perform Test
	ANNUAL EVALUATION ON PROCEDURES PERFORMED
	RECORDS STORAGE (Stored in Lab)
TEST I	RECORDS AND REPORTS
	DOCUMENT METHODS USED TO PRODUCE, CHECK
	AND AMEND TEST REPORTS. (Follow documented procedures)
	PERSON RESPONSIBLE FOR MAINTAINING REPORTS
	AND DESCRIBE DISTRIBUTION OF REPORTS
	(Lab maintains and distributes reports to originating district)
	IDENTIFY LOCATION OF RECORDS (Stored in Lab)
	DOCUMENT PROCEDURES FOR SAMPLE IDENTIFICATION (Tag upon receipt)
	STORAGE PRIOR TO TESTING, RETENTION (Least disturbance)
	AFTER TESTING, AND DISPOSAL (Adhere to proper procedure for sampling)

DISTRICT LABORATORY QUALITY SYSTEM REVIEW CHECKLIST

PROFICIENCY SAMPLES AND ON-SITE INSPECTION REPORTS
CALIBRATION & VERIFICATION
CALIBRATION & VERIFICATION
INVENTORY CHECK
EQUIPMENT CHECK
EMPLOYEE EVALUATION/TRAINING
TEST RECORDS AND REPORTS
COMMENTS

INTERNAL QUALITY SYSTEM REVIEWS

VERIFY FREQUENCY OF REVIEWS (Annually)
PERSON RESPONSIBLE (Appropriate C.O. Inspector)
PROCEDURE FOR REPORT DISTRIBUTION
TO MANAGEMENT (Quality Manager reports findings to
SME, Designated Asst. Div. Adm., DME, District Lab Mgr.)
RECORD STORAGE (Appropriate C.O. Laboratory)

cy:

Commissioner Virginia Asphalt Association

Chief Engineer Virginia Dept. of Minority Business Enterprise Division Administrators Virginia Ready-Mixed Concrete Association

Resident Engineers Federal Highway Administration

District Materials Engineers Virginia Transportation Construction Alliance
District Construction Engineers Precast Concrete Association of Virginia

District Maintenance Engineers

American Concrete Paving Association NE Chapter, Southern Region